

POSITION DESCRIPTION

Executive Assistant and Administration Officer



WESTERN SYDNEY
UNIVERSITY

POSITION DETAILS

Position Title	Executive Assistant and Administration Officer
Classification	HEW 6
Position Number	Multiple
School/Office	Digital Services / Office of the Chief Digital & Information Officer
Division	Division of Operations

POSITION PURPOSE

This position provides comprehensive executive support to the leadership team of the Office of the Chief Digital & Information Officer, ensuring the efficient coordination of strategic and operational activities across the office. The role contributes to the University's strategic agenda by enabling effective executive functioning, stakeholder engagement, and governance support.

KEY ACCOUNTABILITIES

- Provide high-level administrative and office support to senior staff, including document preparation using a range of software applications. Deliver committee support services such as scheduling meetings, distributing papers, minute-taking, coordinating logistics, and advising on document presentation.
- Manage domestic and international travel arrangements, including bookings, itineraries, transfers, and payment processing.
- Administer corporate card statements and financial documentation, including procurement, purchase orders, invoice processing, and acquittals.
- Coordinate recruitment and HR-related transactions in collaboration with the Office of People.
- Oversee allocation and maintenance of office resources, including workstations, IT equipment, security access, and facilities.
- Maintain statutory records and electronic filing systems in accordance with university policy, including TRIM coordination and asset register management.
- Provide event support for divisional conferences, workshops, and forums, and assist senior managers with project reporting and other duties as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Tertiary qualification in business administration or a related field, or equivalent experience.
- Demonstrated experience in providing executive support to senior leaders in a complex organisation.
- Strong interpersonal, written and verbal communication skills, with the ability to prepare high quality documents.
- Demonstrated stakeholder engagement skills with the ability to develop and maintain relationships across all levels of an organisation
- Advanced proficiency in Microsoft 365 and digital collaboration platforms (e.g. Teams, SharePoint, OneDrive).
- Ability to adapt to new technologies and support digital workflows and systems.
- High-level organisational and time management skills, with the ability to manage competing priorities and deadlines with minimal supervision and autonomy.
- Proven ability to handle confidential and sensitive information with discretion and professionalism.

KEY RELATIONSHIPS

This position reports to: Executive Portfolio Coordinator, Digital Services

This position has no supervisory responsibility

Key internal relationships:

- Chief Digital & Information Officer
- Digital Services Leadership Team
- Digital & Information Services teams
- Division of Operations
- Office of the Vice-Chancellor
- Faculties and Schools
- Other senior leaders and administrative teams across the University

Key external relationships:

- Government, industry partners and community groups
- Partner institutions
- Vendors and service providers
- Professional networks and associations

CHALLENGES

- Managing complex and shifting priorities across a high-volume executive workload.
- Navigating sensitive and confidential matters with discretion and professionalism.
- Coordinating across multiple stakeholder groups with diverse expectations and timelines.
- Supporting digital transformation initiatives in a dynamic and evolving environment.

OCCUPATION SPECIFIC CAPABILITY SET



SFIA Capability	Code	Level	Rationale
Business administration	ADMN	L3	Manages executive support operations, complex scheduling, and correspondence for the Chief Digital Information Officer.
Stakeholder management	RLMT	L3	Coordinates engagement with senior leaders, vendors, and government partners to support strategic priorities.
Information management	IRMG	L3	Maintains systems and processes for document handling, compliance, and operational efficiency.
Change implementation planning & management	CIPM	L3	Supports transition activities and contributes to strategic planning aligned with digital transformation goals.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: September 2025